

TASK 1

TEST 10

TIME MANAGEMENT



Organizing and planning time nowadays can be very challenging and stressful. However, failing to manage your time can turn your life into chaos.

Talk about the importance of organizing your time and how to make time management effective.

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You have up to 5 minutes to prepare your talk. You can take notes or make a brief plan of what you are going to say. Talk to the examiners for about 3 – 4 minutes. You can use your notes during your talk but not read them out loud. At the end of your presentation, the examiners will ask you a couple of questions. Your production will be recorded.